



ICAB Program Guide for Conducting a Swearing-In Ceremony FCRB members

Checklist for staff:

1. Contact the Judge to set up a time to swear-in new Member(s).
2. Prepare a certificate for each Member to be signed at the swearing-in ceremony.
3. Have a copy of the Statement of Confidentiality Oath for each Member and the Judge.
4. If taking photos of the event, you will need a camera.
5. Prepare and submit a press release to the local newspaper.

Appointment Ceremony Procedures

1. CAB staff will introduce each candidate individually. Depending upon the preference of the Judge, each candidate will be asked to briefly state why they wish to serve as a FCRB member.
2. The Judge has the opportunity to make any comments (s)he wishes regarding volunteerism, the foster care system, advocacy, etc.
3. The Judge directs candidates to read the oath in unison or respond accordingly. Volunteers then sign their oath which is also signed by the Judge. The Judge also signs the formal appointment certificate.
4. The certificate is presented to the Member.
5. A copy of the signed Statement of Confidentiality Oath is kept in the Member's record. The original is given to the Member.
6. CAB staff may take a photo for the newspaper or Friends of CASA & ICFCRB Facebook page if the Member has given consent to use his/her photographs for this purpose.